

# INFORMATION PACK



Data Transfer Volunteer



## About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Canteen is one of the most highly regarded not for profits in Australia (4<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



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# Job Details



## Job Title

Data Transfer  
Volunteer



## Location

Sydney with  
Remote Options



## Job Type

Volunteer



## Reports to

Planned Giving  
Manager



## Direct Reports

None



## Closing Info

31/07/2022

# Benefits of Volunteering with Canteen

Volunteers are an essential part of our front facing service delivery and success - we could not do it without you!

Canteen not only offers volunteers the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

## Role Specifics

### **Job Purpose**

Canteen undertakes a number of fundraising activities throughout the year to create the wherewithal to deliver a range of support services to young people living with cancer. Planned giving (or bequests) are one fundraising source. The purpose of this role is to directly support the Planned Giving Manager to migrate data to Canteen's new database.

### **Duties and Responsibilities**

The administration of a bequest creates a lot of correspondence back and forth with solicitors, executors etc. The role will require someone to transfer soft copy files of all existing bequest related information to the salesforce system.

### **Personal Qualities and Requirements**

- Excellent attention to detail
- Being able to operate independently and with confidence
- Able to actively listen and communicate confidently
- Discretion and understanding of privacy principles
- Experience with Microsoft suite and Salesforce would be beneficial, as would some knowledge of legal terminology.

### **Specific Requirements**

The successful applicant will need to have their own computer and access to the internet if they plan to work remotely.

## Hours of Work

This is a fixed task, requiring the transfer of existing files into the Salesforce system. We anticipate the task will take in the order of 10 hours to complete. Shifts of 3-4 hours a few times per week should be expected, however we are flexible in how this role engages.

## Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged. Canteen also requires all staff, paid or unpaid to be fully vaccinated for COVID-19.

Canteen will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

## General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.

